



PRELUDIUM PROPOSAL COMPLETION IN THE OSF SYSTEM

Section in the OSF system	Subsection	Language	Description
DURATION [in months]			Funding may be requested in the call for projects lasting: 12 months, 24 months, 36 months, Further sections depend on this information. <u>Project duration cannot be changed later.</u> If the planned duration of the project changes, a new proposal must be made.
GENERAL INFORMATION	Project title	Polish and English	Title of the research project in Polish and in English. The title in English must be identical to the title in Polish.
	Keywords	Polish and English	Keywords in English must be identical to the keywords in Polish.
	Primary NCN Review Panel		A research field should be selected in line with the current list of panels available on the NCN's website.
	Auxiliary NCN Review Panels		Choose from the list: HS1_001-HS6_021, ST1_001-ST10_016, NZ1_001-NZ9_013 from 1 to 3 of auxiliary NCN review panels, including at least one from the panel, to which a proposal is submitted. Proposals are reviewed within the panels to which they have been submitted. It is not possible to change the panel after the proposal has been submitted. Auxiliary review panels help to select experts and external reviewers for the merit-based evaluation of the proposal.

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			Interdisciplinary proposals, by decision of the Chair of the Expert Panel, may receive additional evaluation by an expert from another panel.
APPLICANT	Applicant's status		<p>The applicant's status indicated in the proposal must be factually and legally correct.</p> <p>Only the following entities may apply for NCN funding for a research project:</p> <ol style="list-style-type: none"> 1. universities; 2. federation of science and HE entities; 3. research institutes of the Polish Academy of Sciences, operating pursuant to the Act on Research Institutes of 30 April 2010; 4. research institutes, operating pursuant to the Act on Research Institutes of 30 April 2010; 5. international research institutes established pursuant to separate Acts, operating in the Republic of Poland; 5a. Łukasiewicz Centre operating pursuant to the Act on the Łukasiewicz Research Network of 21 February 2019; 5b. institutes operating within the Łukasiewicz Research Network; 6. Polish Academy of Arts and Sciences; 7. other institutions involved in research independently on a continuous basis; 8. groups of entities comprising at least two entities mentioned in sections 1-7 or at least one institution as such together with at least one company; 9. Scientific and industrial centres within the meaning of the Act of 30 April 2010 on research institutes; 10. research centres of the Polish Academy of Sciences within the meaning of the Act of 30 April 2010 on the Polish Academy of Sciences; 11. scientific libraries; 12. companies operating as R&D centres within the meaning of the Act of 30 May 2008 on certain forms of support to innovative activities; 13. legal entities established with their registered office in Poland;



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			<p>14. natural persons; 15. companies conducting research in another organisational form than laid down in sections 1-13.</p> <p>PLEASE NOTE: If the applicant is a natural person, the entity carrying out the research project must not be a group of entities or entity for which project funding will constitute state aid.</p> <p>If a group of entities or individual is the applicant, please provide the name, country and status of the participating entity(ies).</p>
PARTICIPATING ENTITIES	Entity's name	Polish and English	<p>Entity's name in Polish and English</p> <p>Participating entity(-ies) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the data of the participating entity are entered from the OPI database, most of the information will be downloaded automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the participating entity.</p>
	Country		Only entities with their registered office in Poland may be indicated.
	Leader		<p>If a group of entities is the applicant, a leader shall be chosen.</p> <p>PI's employer acts as a leader of the group of entities.</p>
	Agreement on collaboration for the purposes of	Polish	If the applicant is a group of entities, an agreement on collaboration for the implementation of the research project applied for should be attached.



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	completion of the requested research project		<p>PLEASE NOTE: A group of entities must only include entities with registered office in Poland.</p> <p>Specimen document is available in the OSF system and call announcement.</p> <p>The document must be signed by the persons authorised to represent the entities comprising the group of entities.</p> <p>The specimen document contains the necessary elements and cannot be supplemented by additional cooperation arrangements between entities.</p> <p>PLEASE NOTE: In the OSF system, the agreement is generated as a PDF file. If entities change, a new agreement must be downloaded, signed and then attached to the system.</p> <p>A group of entities has the right to sign additional documents governing cooperation within the group, but these should not be attached to the proposal in the OSF system.</p> <p>Attach the agreement on collaboration in PDF format with electronic signature or the document's scan signed by hand.</p> <p>PLEASE NOTE : Agreements containing mixed forms of signatures will be accepted, e.g. the leader will sign the document with a qualified electronic signature, while the partner(s) will sign it by hand. In this case, the agreement should first be signed by hand and then a scan of the handwritten document should be signed with a qualified electronic signature in the PAdES format.</p> <p>Documents signed electronically should be affixed with an advanced electronic signature or a qualified electronic signature compliant with Regulation (EU) No 910/2014 of the European Parliament and of the Council</p>



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			<p>of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>PLEASE NOTE: The agreement must contain the signatures of the persons representing the entities comprising the group of entities. If the document is signed by a person other than the one indicated as representing the entity (i.e. the authorised person), the relevant power of attorney must be attached to the proposal.</p> <p>In the OSF system, there is no additional field for the power of attorney. It may be annexed to the <i>Agreement</i> or to the power of attorney of the principal investigator in the <i>Elektroniczna wysyłka wniosku</i> [Electronic submission] tab. The files must be converted before (and if) the <i>Agreement</i> is signed electronically.</p>
INFORMATION ON PARTICIPATING ENTITY	Head of the entity/Authorised representative		<p>Fill in the required fields as indicated in the system.</p> <p>If the acknowledgement of submission is signed by a person authorised to represent the entity and not the head of the entity, a power of attorney/authorisation to represent the entity for the purposes of submitting the proposal to NCN should be attached to the proposal.</p>
	NIP (tax identification number), REGON (statistical identification number) and KRS (court register number)		<p>Fill in the required fields as indicated in the system.</p> <p>If the applicant is not registered in the Register of Companies of the National Court Register, the option "not applicable" should be ticked.</p>



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	Contact information		<p>In this section, please provide your contact details (e.g. phone, e-mail address, Electronic Delivery Box address, website address, etc.).</p> <p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box address.</p> <p>PLEASE NOTE: Provision of the Electronic Delivery Box address is obligatory.</p>
	Address of registered office and contact address		<p>Fill in the required fields as indicated in the system.</p>
	Does the entity belong to the public finances sector? (YES/NO)		<p>If YES, classification of entities according to the Act on Public Finances</p> <ol style="list-style-type: none">1. public authorities, including government administration authorities, state control and law protection authorities as well as courts and tribunals2. local government units and their associations<ol style="list-style-type: none">2.a metropolitan associations3. budgetary units4. local government budgetary enterprises5. executive agencies6. public sector enterprises7. special purpose state funds



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			<p>8. Polish Social Insurance Institution (ZUS) and funds under its management, as well as the Agricultural Social Insurance Fund (KRUS) and funds managed by its President</p> <p>9. Polish National Health Fund (NFZ)</p> <p>10.a independent public health care centres, self-governing independent public health care centres</p> <p>10.b independent public health care centres, other independent public health care centres</p> <p>11. public higher education (HE) institutions</p> <p>12. Polish Academy of Sciences and its organisational units</p> <p>13.a cultural institutions financed by state or local government, cultural institutions financed by state, financed by local authority</p> <p>13.b cultural institutions financed by state or local government, cultural institutions financed by local authority</p> <p>14. other legal entities financed by state or local government, established pursuant to other acts to perform public tasks, with the exception of enterprises, research institutes, institutes operating within the Łukasiewicz Research Network, banks and commercial law companies</p>

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	Is the entity under receivership, in liquidation or subject to bankruptcy proceedings? (YES/NO)		<p>An entity under receivership, in liquidation or subject to bankruptcy proceedings cannot be the applicant nor the entity carrying out the research project.</p> <p>If you answer "YES", the system will block further completion of the proposal.</p>
	Does the entity receive any operating support for research?	English	<p>When the entity applying for funding call does not receive subsidies to perform a scientific activity, the proposal submitted in the OSF system shall be attached with (in English):</p> <ul style="list-style-type: none"> ▫ information on scientific research performed in the last two years before proposal submission together with a list of publications affiliated with the applicant/host institution; ▫ information on scientific and research instruments and other equipment used for research. <p>File format: PDF; a file with an electronic signature in PAdES format¹ or a scan of a document signed by hand is accepted.</p> <p>In the case of a group of entities: a separate document is required for each of the entities not receiving a research subvention.</p>

¹ Documents signed with an electronic signature should bear an advanced electronic signature or a qualified electronic signature complying with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.



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STATE AID	Will the requested project constitute state aid?		<p>The Principal Investigator (PI) and the person(s) representing the entity are obliged to be familiar with the rules governing application for state aid.</p> <p>In the case of applying for state aid, the applicant is obliged to fill in additional fields in the proposal and to submit additional attachments according to the instruction available on NCN website in section State aid.</p> <p>PLEASE NOTE: All attachments should be signed with a qualified electronic signature in PAdES format by the person(s) authorised to represent the company.</p> <p>The person who is the principal investigator (PI) may not at the same time be the person representing the applicant. In the case of attachments submitted in the form of a copy of a document (e.g. a copy of the financial statements), this copy must be certified as a true copy of the original (the clause "certified as a true copy" placed on each page of the document or the clause "certified as a true copy from page ...to page ..." placed on the first page of the document, together with a legible signature of the person authorised to represent the entity) The certified true copy should be scanned, signed with a qualified electronic signature in PAdES format and attached as a PDF file to the proposal.</p>
INTERNATIONAL COLLABORATION	Type of cooperation Countries	English	<p>In this section you should answer the question "Does the project include any international cooperation?"</p> <p>If "YES", please provide information on the planned international cooperation (country and entity) together with a description of the benefits resulting from the cooperation.</p> <p>The following are not considered international cooperation:</p> <p>a) participation in international conferences;</p>

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	Entities		<p>b) dissemination of information on the project abroad;</p> <p>c) implementation of research tasks by a Polish research team abroad without the participation of investigators from foreign research institutions;</p> <p>d) cooperation with foreign researchers employed by Polish entities.</p> <p>PLEASE NOTE: The proposal should not be accompanied by any documents proving international cooperation. In the case of international collaboration, only the benefits of the collaboration need to be described.</p>
ABSTRACT		English	<p>The abstract should contain the most important information about the project, as it is included in the invitation to review.</p>
ABSTRACT FOR THE GENERAL PUBLIC		Polish and English	<p>Abstract for the general public must be attached in Polish and in English.</p> <p>Both language versions must be identical.</p> <p>The abstract for the general public must include the project goal, description of research, reasons for attempting a particular research topic and substantial results expected. May include drawings/charts/schematics.</p> <p>Should the project qualify for funding, the abstract for the general public will be published on the National Science Centre's and Ośrodek Przetwarzania Informacji (OPI)'s websites alongside the information on the call's results.</p> <p>The abstract must be targeted for the general public, including persons who are not experts in a given area or who are not scientists.</p> <p>The descriptions must be attached as two separate PDF files (up to 10 MB).</p>



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			File format: 1 page, A4. Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.
RESEARCH TASKS		Polish and English	Research tasks planned to be performed by the Polish scientific team in Polish and English. Both language versions must be identical. The purchase of research equipment, participation in conferences, preparation of publications, etc. <u>are not regarded</u> as research tasks If funding is granted, the Research plan will be attached to the contract.
PROJECT TEAM	Number of team members	English	This section should provide information on the research team (number of team members, type of participation, scope of work). Specify the number of members of the research team, maximum 3 (including principal investigator (PI), supervisor and, optionally, investigator). Only the names of the principal investigator (PI) and mentor will be included in the proposal. PLEASE NOTE: The terms of the call do not specify the academic degree or title of the principal investigator in the PRELUDIUM call.



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			<p>Generally, there are no reasons why the mentor could not be a PhD holder. The mentor will supervise the project and his/her scientific track record will also be reviewed during the merit-based evaluation of the proposal.</p> <p>The investigator in the project may hold at most a doctoral degree.</p> <p>Principles of planning remuneration costs and their amount are defined in 2.1 of the attachment to Regulations of granting funds for the implementation of tasks financed by the National Science Centre.</p>
PRINCIPAL INVESTIGATOR (PI)	Information	Polish and English	<p>This section should provide information on the principal investigator (PI).</p> <p>A principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the principal investigator (PI) data is entered from the OPI database, most of the information will be downloaded automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre cannot change the data of the principal investigator (PI).</p> <p>A principal investigator (PI) of a project submitted in the PRELUDIUM call may be a person who, on the proposal submission end date <u>is not a doctoral degree holder in any discipline.</u></p> <p>The topic of the project may or may not be related to the topic of the planned doctoral dissertation.</p> <p>You can only be a principal investigator (PI) once in the PRELUDIUM call.</p>

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			<p>Note: The principal investigator must reside in Poland for at least 50% of the project duration period and be available to the host institution. The foregoing obligation does not apply to evidenced project-related business trips or holiday, time off work and other absence from work governed by the applicable laws.</p>
	PhD degree	Polish	<p>PLEASE NOTE: The system will automatically mark the answer "NO", next to the question concerning the doctoral degree.</p> <p>According to the terms of the call, the principal investigator (PI) must not be a PhD holder.²</p> <p>In addition, the following questions must be answered:</p> <ul style="list-style-type: none"> - Does the principal investigator (PI) participate in a doctoral programme? (YES/NO): Entity's name in the original language, Entity's name in English, country. - If the principal investigator (PI) doesn't participate in a doctoral programme: Is the principal investigator (PI) employed as an academic teacher? (YES/NO)
	Information on career breaks – scientific and research track record		<p>It is possible to enter information on career breaks which extend the period from which to show scientific achievements, i.e.: projects and publications, and in the case of scientific activities in the field of creativity and art: artistic and artistic-scientific achievements (the other elements of the questionnaire concern the whole period of scientific activity of the principal investigator (PI)).</p> <ul style="list-style-type: none"> • Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected

² This condition must be met on the end date of the call for proposals.



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			<p>over a period of 10 years before the proposal submission year. Number of days.</p> <ul style="list-style-type: none">• Both maternity and paternity: Parental leave granted pursuant to the Labour Code. Number of days.• For maternity only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
	Academic disciplines		<p>Mandatory field.</p> <p>Provide information on the main scientific discipline (according to the classification of the Ministry of Science and Higher Education) to which the principal investigator (PI) is assigned. A maximum of two may be indicated. The discipline indicated first will automatically be indicated as the main discipline. This selection can be changed.</p>
	Personal data and contact information	Polish	<p>In this section you need to fill in your personal data, contact details and addresses: residence, correspondence, Electronic ID of the researcher.</p> <p>NOTE: Please enter a valid e-mail address or Electronic Delivery Box address in the contact details tab.</p> <p>Correspondence concerning the proposal, including the funding decision, shall be sent to the Electronic Delivery Box (ePUAP) address or e-mail address. The</p>



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			<p>Electronic Delivery Box (ePUAP) address should be in the format: /user-id/box-name.</p> <p>In case the principal investigator (PI) does not have an Electronic Delivery Box (ePUAP), the e-mail address should be provided.</p> <p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)</p>
	Employment	Polish and English	<p>The name of the entity in Polish and English and the position held.</p> <p>Also the option – without employment.</p>
	Academic and Research Track Record	<p>Academic and Research Career</p> <hr/> <p>Publication Record</p>	English



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				<p>period of 10 years prior to the proposal submission year (i.e. from 01.01.2012 to 15.06.2022).</p> <p>The following information should be provided: authors, title in original language [and English translation of the title], journal, title of monograph in original language, year of publication, publisher, place of publication, volume/book number, pages, ISBN/ISSN, editors, open access (YES/NO), number of citations without self-citation, publication status (published/accepted for publication), DOI.</p> <p>The period from which the publications must be presented will be extended by the breaks indicated in the <i><u>Information on career breaks – scientific and research track record</u></i>.</p>
		Artistic Achievements		<p>For research in art, up to 10 of the most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2012 to 15.06.2022).</p> <p>A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The period from which the publications or artistic or artistic-scientific achievements must be presented will be extended by the breaks indicated in the <i><u>Information on career breaks – scientific and research track record</u></i>.</p>
		NCN - funded research		<p>Information on managing research projects or other research funding obtained from NCN calls in the year of proposal or in the last 10 years before the year of proposal (i.e. from 01.01.2012 to 15.06.2022).</p>



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			<p>Provide the title, registration number, source(s) of funding, call name, amount, currency, host entity, start date, end date, evaluation result (only in the case of automatic downloading of project data), list of major publications resulting from the project, publications added by the editor (i.e. published after the submission of the report), in the absence of publications – a brief description of other research outputs.</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u>Information on career breaks – scientific and research track record</u>.</p> <p>If the data of the principal investigator (PI) are entered from the OPI database, the information on NCN projects is downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>For research completed and settled, information on the outcome of the recommendation and the NCN's decision will be visible.</p> <p>PLEASE NOTE: Projects that have been selected for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre should be indicated in the section: <i>Other research projects outside NCN</i>.</p>
	Other non-NCN research project		<p>Data to be entered manually.</p> <p>Provide information on managing other research projects financed within other national or international calls (other than the NCN) in the year of</p>



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				<p>applying or in the last 10 years before the year of applying (i.e. from 01.01.2012 to 15.06.2022).</p> <p>Enter up to five projects in which one has acted as principal investigator and which:</p> <ul style="list-style-type: none"> - are or have been carried out in the year of proposal or within 10 years prior to the year of proposal; - are or have been funded from the funds for science; - have been selected in domestic or international calls; and - are not and have not been funded from the operating support funds. <p>Acting as a principal investigator shall also be understood as management/coordination of a research team in international projects or programmes. The period from which the projects must be presented will be extended by the breaks indicated in the <u>Information on career breaks – scientific and research track record</u>.</p> <p>PLEASE NOTE: This section should indicate projects which were qualified for funding by the Ministry of Science and Higher Education and whose documentation was submitted to the National Science Centre.</p>
		Research achievements		<p>Description of one, the most important scientific achievement.</p> <p>PLEASE NOTE: The field must not be empty. If the most important achievement is missing, write: none.</p>
		Research experience		<p>Scientific experience gained in Poland and abroad (period of stay, country, institution, type of stay).</p> <p>Optional.</p>



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		Distinctions and awards		<p>The most important national or international distinctions resulting from conducting scientific research and other scientific and artistic activities</p> <p>Optional.</p>
		Lectures and papers		<p>Information on keynote speeches and presentations delivered at renowned international conferences and in the case of the arts, information on active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p> <p>Optional.</p>
		Other major scientific achievements		<p>Information on other relevant learning achievements and scholarly activities.</p> <p>Optional.</p>
MENTOR	Information		Polish and English	<p>This section should provide information on the supervisor of the principal investigator (PI). Personal data and electronic researcher ID must be completed.</p> <p>A principal investigator (PI) can be added from either the OPI Database or from outside the OPI Database.</p> <p>If the principal investigator's (PI) data are entered from the OPI database, most of the information will be pulled in automatically.</p> <p>The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p> <p>The National Science Centre does not have the possibility to change the data of the principal investigator (PI).</p> <p>Researcher's electronic identifier – optional, ORCID system identifier (www.orcid.org)</p>



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	Employment	Polish and English	The name of the entity in Polish and English and the position held. Also the option – without employment.
	Information on career breaks – scientific and research track record		Possibility of introducing information on career breaks which extend the period from which scientific achievements can be shown, i.e.: projects and publications, and in the case of scientific activities in the field of creative and artistic work: artistic and artistic-scientific achievements (the remaining elements of the questionnaire concern the whole period of the Supervisor's scientific activities). <ul style="list-style-type: none">• Long-term (over 90 days) evidenced sickness benefits or physiotherapy benefits on account of unfitness for work collected over a period of 10 years before the proposal submission year. Number of days.• Both maternity and paternity: Parental leave granted pursuant to the Labour Code. Number of days.• For maternity only: Children born/adopted. Number of children. The period may be extended by 18 months for every child born or adopted. If the number of children is quoted as well as the number of days of parental leave granted pursuant to the Labour Code, the system will choose whichever option is more advantageous to account for her career break.
	Statement by the scientific supervisor	The proposal must be accompanied by a "Statement of the scientific supervisor that he/she is familiar with the description of the research project and exercises substantive supervision over its implementation". Specimen document is available in the OSF system and call announcement.	

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				<p>PLEASE NOTE: File format: PDF; a file with an electronic signature in PAdES format³ or a scan of a document signed by hand is acceptable.</p>
	Academic and Research Track Record	Academic and Research Career	English	<p>PLEASE NOTE: All sections of the supervisor achievement questionnaire must be completed in English.</p> <p>This section should provide information about the tutor's academic career.</p> <p>Information on academic degrees/titles: date degree/title conferred, institution, discipline; academic career: start date – end date, institution, position.</p>
Publication Record		<p>Up to 10 of the most important papers published or accepted for publication (letter of acceptance required) in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2012 to 15.06.2022).</p> <p>For research in art, up to 10 of the most important papers published or accepted for publication (letter of acceptance required) or artistic achievements and achievements in research in art in the proposal submission year or over the period of 10 years prior to the proposal submission year (i.e. from 01.01.2012 to 15.06.2022).</p> <p>The period from which the publications must be presented will be extended by the breaks indicated in the <i><u>Information on career breaks – scientific and research track record</u></i>.</p>		

³ Documents signed with an electronic signature should bear an advanced electronic signature or a qualified electronic signature complying with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. At the NCN's request, applicants must prove that their electronic signatures comply with the eIDAS Regulation.



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		Artistic Achievements		<p>For research in art: description of up to 10 of the most important artistic achievements and achievements in research in art (in the proposal submission year or over the period of 10 years prior to the proposal submission year, i.e. from 01.01.2012 to 15.06.2022) with a nationwide or international impact, e.g. authoring and publishing a work of art (a musical score, a record), directing a film, a play, an opera, playing a lead role, authoring an individual exhibition, actively participating in a festival with an international impact, directing an international artistic venture.</p> <p>Optional.</p> <p>A maximum of 10 may be indicated in total: publications or artistic and artistic-scientific achievements.</p> <p>The period from which the publications or artistic or artistic-scientific achievements must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p>
		NCN- founded research		<p>Information on managing research projects or other research funding obtained from NCN calls in the year of proposal or in the last 10 years before the year of proposal (i.e. from 01.01.2012 to 15.06.2022).</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p> <p>If the data of the mentor are entered from the OPI database, the information on NCN projects is downloaded automatically. The data should be verified, and in the case of erroneous or outdated data, contact the Information Processing Centre of the National Research Institute (OPI PIB) at the telephone numbers: (22) 351-71-01, (22) 351-71-04, (22) 351-70-89.</p>



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	Non -NCN research project		<p>For studies completed and settled, information on the outcome of the recommendation and the NCN's decision will be visible.</p> <p>PLEASE NOTE: Projects that have been selected for funding by the Ministry of Science and Higher Education and whose documentation has been submitted to the National Science Centre should be indicated in the section: <i>Other research projects outside NCN</i>.</p> <p>Information on managing research projects financed within other national or international calls (other than NCN) in the year of applying or in the last 10 years before the year of applying, i.e. from 01.01.2012 to 15.06.2022.</p> <p>Enter up to 5 projects in which one has acted as principal investigator and which:</p> <ul style="list-style-type: none">- are or have been carried out in the year of proposal or within 10 years prior to the year of proposal;- are or have been funded from the funds for science;- have been selected in domestic or international calls; and- are not and have not been funded from the operating support funds. <p>Acting as a principal investigator shall also be understood as management/coordination of a research team in international projects or programmes.</p> <p>The period from which the projects must be presented will be extended by the breaks indicated in the <u><i>Information on career breaks – scientific and research track record</i></u>.</p> <p>The data must be entered manually.</p>



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				<p>PLEASE NOTE: This section should indicate projects which were qualified for funding by the Ministry of Science and Higher Education and whose documentation was submitted to the National Science Centre.</p>
		Most important research achievements		<p>Description of one, the most important scientific achievement.</p> <p>PLEASE NOTE: The field must not be empty. If the most important achievement is missing, write: none.</p>
		Research experience		<p>Scientific experience gained in Poland and abroad (period of stay, country, institution, type of stay).</p> <p>Optional.</p>
		Distinctions and awards		<p>The most important national or international distinctions resulting from conducting scientific research and other scientific and artistic activities.</p> <p>Optional.</p>
		Lectures and papers		<p>Information on keynote speeches and presentations delivered at renowned international conferences and in the case of the arts, information on active participation in international exhibitions, festivals, artistic events and projects in fine arts, music, theatre and film.</p> <p>Optional.</p>
		Other major scientific achievements		<p>Information on other relevant learning achievements and scholarly activities.</p> <p>Optional.</p>
ETHICAL ISSUES			English	<p>PLEASE NOTE: Tab to be completed in English.</p> <p>Before completing the questionnaire in the OSF system, you should read the two documents attached to the notice of the call: Guidelines for applicants to</p>

Section in the OSF system	Subsection	Language	Description
			<p><i>complete the Ethics Issues form in the proposal</i> and <i>Code of the National Science Centre on research integrity and applying for research funding</i>,</p> <p>The questions within each group of questions must be answered. If individual questions do not apply to the planned project, the “NO to all” button can be used to mark the answer “NO to all” questions or to all questions in a given group.</p> <p>If the answer to any of the questions on the form is YES, please describe what actions have/will be taken to ensure that the research planned in the PRELUDIUM proposal is carried out in accordance with the principles of good practice in the scientific field/discipline concerned, and provide information on whether any approvals have already been given or how these conditions will be met.</p> <p>PLEASE NOTE: There is no obligation to attach consents/permissions or information on consents/permissions already obtained to the proposal. In the case of studies which require such approvals/permissions, these should be obtained prior to commencement of the study and included in the forthcoming annual/final report.</p> <p>In the case of a research project involving a clinical trial that has been planned using a medicinal product or medical devices, detailed justification of a non-commercial nature of such trials must be provided.</p>
DATA MANAGEMENT PLAN		English	<p>NOTE: Tab to be completed in English.</p> <p>Before completing this part of the proposal, please read the document "Guidelines for applicants to complete the data management plan in the proposal". It is possible to tick "not applicable" in the questionnaire. The NCN recognises that some projects will not generate, re-use or analyse research data and similar materials. In these cases, a short explanation is</p>

Section in the OSF system	Subsection	Language	Description
			required as an answer to the question 1.1. How will new data be collected or produced and/or how will existing data be re-used?
SIMILAR RESEARCH TASKS	PI	English	<p>The questions must be answered:</p> <p>Is the principal investigator (PI) applying for funding of the research tasks included in this proposal also from other sources? (YES/NO)</p> <p>Is the principal investigator (PI) currently working on or has he/she completed research tasks similar to the tasks included in this proposal? (YES/NO)</p> <p>If YES, indicate ongoing and completed research tasks for which double funding might be suspected if funding is obtained for research tasks covered by this proposal. The explanation should clearly indicate the differences between the research tasks and justify the need to fund the research tasks in this proposal.</p>
	Authorship/co-authorship of the project		<p>The question whether the principal investigator (PI) is the author of the project descriptions or a co-author should be answered. If the principal investigator (PI) is a co-author of the project descriptions, the authors of the project descriptions should be indicated. The information must be factually and legally correct.</p>
	Entity(-ies)		<p>Information about applying for funding for the research tasks indicated in the proposal from other sources shall also be given by the entity/entities (in the event that the applicant is a group of entities).</p> <p>The question must be answered:</p> <p>Is the entity applying for funding of the research tasks included in this proposal also receiving funding from other sources?</p> <p>If YES, fill in the sources of funding.</p>

Section in the OSF system	Subsection	Language	Description
SHORT DESCRIPTION		English	<p>The summary description (up to 5 pages) must include:</p> <ol style="list-style-type: none"> 1) the scientific goal of the project (description of the problem to be solved, research questions and hypotheses); 2) the significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline); 3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis); 4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research); 5) project literature (a reference list for publications included in the project description, with full bibliographic data). The above-mentioned sections, including references to literature, are required. <p>Failure to include any of these may constitute a basis for rejection of the proposal on formal grounds.</p> <p>PLEASE NOTE: Experts evaluating the proposal at the first stage of merit-based evaluation have no access to the detailed project description, therefore this description should include information necessary for the proposal to be evaluated.</p> <p>The description must be delivered as a PDF file (up to 10 MB).</p> <p>Text limit: 5 pages, A4.</p>



Section in the OSF system	Subsection	Language	Description
			Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.
DETAILED DESCRIPTION		English	<p>The detailed description (up to 15 pages) must include:</p> <ol style="list-style-type: none">1) the scientific goal of the project (description of the problem to be solved, research questions and hypotheses);2) the significance of the project (state of the art, justification for tackling a specific scientific problem, justification for the pioneering nature of the project, the impact of the project results on the development of the research field and scientific discipline);3) concept and work plan (general work plan, specific research goals, results of preliminary research, risk analysis);4) research methodology (underlying scientific methodology, methods, techniques and research tools, methods of results analysis, equipment and devices to be used in research);5) project literature (a reference list for publications included in the project description, with full bibliographic data). The above-mentioned sections, including references to literature, are required. <p>Failure to include any of these may constitute a basis for rejection of the proposal on formal grounds.</p> <p>PLEASE NOTE: Experts evaluating the proposal at the second stage of merit-based evaluation have no access to the short project description, therefore this description should include information necessary for the project to be evaluated.</p>

Section in the OSF system	Subsection	Language	Description
			<p>The description must be delivered as PDF file (up to 10 MB).</p> <p>Text limit: 15 pages, A4.</p> <p>Recommended formatting: top-bottom margins: 1.5 cm, left-right margins: at least 2 cm, Times New Roman or equivalent, font size: at least 11, interline: single.</p>
PERSONNEL COSTS AND SCHOLARSHIPS	PI	Polish and English	<p>In accordance with the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects in the wording applicable to this edition of the Prelude call, the remuneration for the project principal investigator (PI) can be planned only from the additional remuneration pool.</p> <p>The budget for additional remuneration per each month of project performance, for the principal investigator (PI) <u>and all the other investigators</u> may amount to a maximum of PLN 1.5 thousand.</p> <p>A member of the research team who is paid remuneration under an employment contract in the entity performing the research project, may be paid additional remuneration solely in a form other than under a civil law contract.</p>
	Mentor		<p>According to the terms of the call, the mentor cannot be a beneficiary of the funding.</p>
	Investigator		<p>In the PRELUDIUM call, the budget for additional remuneration per each month of project performance, for the principal investigator (PI) and all the other investigators may amount to a maximum of PLN 1.5 thousand.</p>



Section in the OSF system	Subsection	Language	Description
			<p>Additional remuneration may be planned for members of the research team to be employed under employment contracts in full or partial jobs and under civil law contracts.</p> <p>For more information on cost planning rules, see Regulations.</p> <p>If unjustified costs are provided, proposals may be rejected.</p>
RESEARCH EQUIPMENT			<p>This category covers the purchase or development costs of scientific and research instruments, other equipment and software required to perform scientific work.</p> <p>The costs of scientific and research apparatus, equipment and software may not exceed 30% of the amount of the funds requested for the research project.</p> <p>The project may not finance or co-finance the purchase or production of scientific and research equipment and IT infrastructure whose unit value exceeds PLN 500,000.</p> <p>Leasing of scientific and research equipment is a non-eligible cost.</p>
OTHER DIRECT COSTS			<p>In the section "Other direct costs", indicate the relevant type of costs, their amount and the justification for their expenditure.</p> <p>Costs must be planned according to the Regulations on awarding funding for research tasks funded by the National Science Centre as regards research projects.</p> <p>Direct costs may be planned in the following categories:</p>

Section in the OSF system	Subsection	Language	Description
			<ul style="list-style-type: none"> • materials and small equipment; • outsourced services; • business trips; • visits and consultations; • collective investigators; • other (other costs).
OPEN ACCESS			<p>Open Access indirect costs of up to 2% of direct costs, which can only be used for costs related to making publications or research data available in open access.</p> <p>Please enter the amount of Open Access costs planned for the whole project implementation period (in PLN).</p> <p>The costs of publishing Open Access work can only be planned as part of indirect costs. OA costs, excluding the publication of monographs, cannot be planned under direct costs.</p> <p>The National Science Centre allows for the possibility of covering part of the costs of publishing in open access from the remaining indirect costs or from the entity's own resources.</p> <p>Additional information on Open Science is available here.</p>
BUDGET SUMMARY			<p>This section will present a summary breakdown of planned costs by year, according to the declared project implementation period (if the planned project implementation period is longer than 12 months).</p> <p>The amount of indirect costs should be indicated in this section.</p>

Section in the OSF system	Subsection	Language	Description
			<p><u>Indirect costs</u> are costs that are directly related to the research project and required to perform it. Indirect costs consist of:</p> <ul style="list-style-type: none"> – open Access indirect costs of up to 2% of the direct costs to be planned in the Open Access category; – other indirect costs of <u>up to 20% of direct costs</u>, which may be allocated to costs indirectly related to the project, including costs of making publications or research data accessible through open access. <p><u>At the stage of project performance, the host institution shall be obliged to agree with the Principal Investigator (PI) a minimum 25% of the indirect costs to be covered.</u></p> <p>This section will show the percentage of planned Open Access indirect costs.</p>
Administrative declarations			<p>This section of the proposal contains administrative statements that must be accepted by both the principal investigator (PI) and the person representing the entity.</p>
Personal data protection			<p>Information on personal data processing.</p> <p>Personal data provided by principal investigators (PIs) and applicants in the proposal will be processed by the National Science Centre until the end of implementation of these projects and their settlement (in the event of receiving funding), and after this period will also be used for statistical purposes. The collected data will be processed in order to evaluate the proposal, the project as well as the tasks carried out by NCN, disseminate information on the calls organised by NCN. Data processing also includes monitoring, supervision and evaluation of the implementation and settlement of projects that have received funding from NCN. For more information, see https://www.ncn.gov.pl/dane-osobowe?language=pl</p>

Section in the OSF system	Subsection	Language	Description
Experts	Information on possible conflict of interest – for the information of NCN staff only		<p>In this part of the proposal, the principal investigator (PI) may indicate a maximum of 3 persons who, in his/her opinion, should not evaluate the proposal due to a possible conflict of interest. Provide their names and affiliations.</p> <p>The final decision on the selected experts is taken by the NCN</p>
ELECTRONIC SUBMISSION <i>The section will appear after clicking “Block for the NCN”</i>	PI’s confirmation of submitting the proposal Entity’s confirmation of submitting the proposal		<p>Following completion of the proposal’s individual tabs and after checking its completeness, please block a possibility of editing the proposal by “Block for NCN” button. After the proposal has been blocked for NCN, only an short and full project descriptions may be edited.</p> <p>After the proposal has been blocked, a new <i>Electronic submission</i> tab will appear on the left-hand side menu.</p> <p>In this section you should download:</p> <ul style="list-style-type: none"> • Confirmation of submitting the proposal (PI) • Confirmation of submitting the proposal (entity). <p>Confirmations must be signed and attached to the proposal prior.</p> <p>Files with proposal submission confirmations may be viewed or deleted to attach other files. If going back to the edition stage happens after any file with a confirmation has been attached, such file will be deleted from the proposal.</p> <p>After the proposal has been blocked for edition again, the operations of downloading confirmations, signing, and attaching files must be repeated</p> <p>When the applicant is a group of entities, the confirmation shall be signed solely by the person representing the leader of the group of entities.</p> <p>Proposal submission confirmations may be signed in two ways: by hand or electronically.</p>



Section in the OSF system	Subsection	Language	Description
			<p>If a confirmation has been signed by hand, the proposal must be appended with its scan here: <u>Add confirmation scan</u>. The original must be kept until the end date of the proposal evaluation date, and, if the proposal has been qualified for funding, until the execution date of a funding agreement.</p> <p>If a confirmation has been signed electronically, it must be appended here: <u>Add confirmation signed electronically</u></p> <p>An electronically signed confirmation of proposal submission should be affixed with an advanced electronic signature or a qualified electronic signature compliant with Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.</p> <p>At the NCN's request, applicants must prove that their electronic signatures comply with the eIDAS Regulation.</p> <p>PDF is the only format acceptable in the OSF system. Therefore, electronic signatures must be in the PAdES format.</p> <p>If the confirmation of submitting the proposal (PI) has been signed by someone other than the principal investigator (PI), then authorisation to represent the principal investigator (PI) must be included in this section. The authorisation may be attached to the proposal either as an electronic document or as a scanned document signed by hand.</p> <p>If the confirmation of submitting the proposal (entity) is signed by someone other than the head of the entity, then the authority to represent the entity must be included in this section. The authorisation may be attached to the</p>



Section in the OSF system	Subsection	Language	Description
			<p>proposal either as an electronic document or as a scanned document signed by hand.</p> <p>The confirmation of submitting the proposal (PI) and confirmation of submitting the proposal (entity) downloaded from the OSF system are affixed with an electronic OPI PIB seal. This seal is used to ensure the integrity of the data contained within a generated document (it is then possible to verify that data has not been altered, added or deleted in an unauthorised manner). The presence of the OPI-PIB seal confirms that the source of these data is the OSF system.</p> <p>When electronically signed files are attached to a proposal, the system verifies that the document relates to the proposal and its final version, and that it contains the OPI seal and electronic signature. The system does not verify the validity of certificates of attached electronically signed files. The only acceptable format for electronic signatures is PAdES.</p> <p>PLEASE NOTE: Confirmations that relate to the final version of the proposal must be attached to the proposal</p>

